



## State of Montana Project Management Office

### *Project Initiation and Planning Phase*

## Software Project Plan Instructions

A plan document format for a complex software project.

This plan template encompasses not only typical project plan contents, such as project objectives, constraints, and assumptions, but also covers areas highly specific to software development projects. It includes sections for project sizing estimates (e.g., lines of code estimates using formal estimating methods like Delphi, and estimates of review and inspection time) to ensure that even early schedule estimates are sized appropriately for the large amounts of code to be developed.

This format encourages a team to develop such critical top-level planning and scope information early in the project. The goal is to ensure that project sizing and resulting tradeoff decisions are based on enough analysis to be reasonably sound even early on.

Create this document with your project team while in the early investigation and planning stage of your project. Each section is annotated with an explanation of its purpose and what it should contain.

### Administrative Information

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